

**UNITED STATES DISTRICT COURT
UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Deputy Chief U.S. Probation Officer (Type II)
Announcement #:	14-PO-01
Appointment Type:	Full-time; permanent
Location:	Charleston, WV
Starting Salary:	JSP 14 - 15 (\$96,690 – \$147,857 per year) <i>Starting salary is based on current salary, education, experience, and qualifications.</i>
Promotion Potential:	Up to JSP 16 without further competition
Opening Date:	December 3, 2013
Closing Date:	Open until filled. Applications received by December 20, 2013 receive priority consideration.
Open To:	All qualified applicants

The deputy chief probation officer (Type II) assists the chief probation officer in the administration and management of the U.S. Probation Office in the Southern District of West Virginia.

Representative Duties:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Manages, develops, and mentors supervisory USPOs, USPOs, administrative and clerical staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires and other personnel actions.
- Pays particular attention to travel, leave, and scheduling of work hours of all staff.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation officers to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.

- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain probation, parole, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Demonstrates the ability to work in a collaborative manner with supervisors and senior management.
- Travels to divisional offices to assess and evaluate administrative and operational areas of the offices, and to foster a productive work environment and morale among offices.
- Occasionally, deputy chief probation officers may perform the duties of a probation officer or supervising probation officer.
- Performs related duties as required by the chief probation officer and the court.

Minimum Qualifications:

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14 or 15, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Years of Specialized Experience
14	6
15	7

Specialized Experience:

- Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience.
- Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, **does not** meet the requirements of specialized experience.
- Specialized experience must be earned after the bachelor's degree has been granted.

Substitutions:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Maximum Entry Age:

There is no “maximum entry age” for this position. However, in order to be included under federal law enforcement officer retirement provisions, an individual hired must meet the requirements of the “maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

Medical Requirements:

If the candidate is appointed for the first-time under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Any final candidate is subject to drug screening. Upon successful completion of the medical examination and drug screening, the court may then appoint the selectee provisionally, pending a favorable background investigation and suitability determination. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at www.uscourts.gov. As a condition of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Employee Benefits:

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees’ Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year. To qualify for coverage under the law enforcement provision of the Federal Employees Retirement System, there is a mandatory retirement age of 57 with 20 years federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

Information for Applicants:

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will”

employees. The final candidate must submit to a background investigation, which includes fingerprinting, a credit check, and a full field background investigation, by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

Application Process:

Qualified applicants are invited to submit: 1) a cover letter and 2) a detailed resume including education and previous employment to the mailing address or email address below. To receive priority consideration, application materials must be received by the close of business **December 20, 2013**. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

U.S. Probation Office – Southern WV
300 Virginia Street, East, Suite 1200
Charleston, WV 25301
Attention: Vacancy # 14-PO-01
Email: Phyllis_Crum@wvsd.uscourts.gov

The United States Probation Office is an equal opportunity employer and values diversity in the work place.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
